

NEOGOV Activity

- ☐ Login to the OHC (as though you were a hiring manager) and create a requisition
- ☐ Login to Insight (as though you were the HR user) and open the requisition (be sure not to select an exam plan)
- ☐ Create New Exam Plan
- ☐ Create the Job Posting
 - Include: (3) supplemental questions (new ones OR those from the item bank)



- ☐ Create the Exam (including evaluation steps)
 - Include:
 - Supplemental Questionnaire
 - Training and Experience Evaluation



- ☐ Login to 69.225.112.12/sc in order to apply for your position online as an applicant
- ☐ As an applicant, create an account and apply for your position online



- ☐ Login to Insight (as though you were the HR user who has received paper applications) and input (2) paper applications into the system
- ☐ Screen/Move your applicants through your evaluation steps 1-3 by going to your exam plan and viewing the applicants by step and passing or failing them through the process. You should pass at least (2) applicants



- ☐ Place your passing applicants on the Eligible List
- ☐ Refer the appropriate applicants back to the Hiring Manager (choose your own name)
- ☐ Login to the OHC (as though you were the hiring manager looking at those HR has referred to you) and Hire (1) candidate and reject (1) candidate.
- ☐ From the My HR Screen, authorize your Open Requisition and change the status to Filled (in order to clear it from your open requisitions).